



# CITY OF ATLANTA

## Job Announcement

### HUMAN RESOURCES SPECIALIST

**STARTING SALARY: \$32,227**

**Salary Grade: 13**

**Applications Accepted From: January 23, 2006 until February 3, 2006**

#### **Minimum Job Requirements\***

Persons applying must have all of the following to qualify: Associate's degree in Business/Public Administration or a related field and two (2) years of paraprofessional human resources experience. Advanced computer skills are also required. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will not be substituted for the required High School diploma or GED.

#### **Duties of the Job:**

This employee performs technical and paraprofessional functions that support the human resources group within an assigned bureau; coordinates the processing of Personnel Transaction documents; coordinate payroll activities and functions including the dissemination of checks; assists in the communication of human resource policies and procedures; coordinates work assignments for special projects; performs general administrative/office functions such as answering phone, preparing payroll documentation; responds to questions, complaints and requests for information by telephone, mail, e-mail or in person from customers, employees, department heads, etc.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.  
Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107 Atlanta, GA 30303  
Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position.  
Letters will not be mailed to individual job applicants.**

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**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.**

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**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

\*Verification will be required prior to appointment.

\*\*All applicants hired must present an appropriate picture ID and have their social security number verified by the hiring department.